**Legal Intern Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]  
  
We’re looking for a Legal Intern to accomplish tasks such as doing research, handling paperwork, helping attorneys with projects, taking part in client interviews, and learning about daily affairs in the legal field.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Help draft and edit the contract templates
* Drafted various court documents, invoices, and enclosures at attorneys' requests.
* The legal intern may also conduct client training, perform legal research as needed, and support smaller projects as requested by the Intel lawyers responsible for providing legal support
* Assisted in putting together a standard form of a confidentiality agreement
* Organized legal memoranda and client correspondence.
* Researched documents and publications for details that would establish evidence.
* Proofed documents and submitted them to attorneys for review.
* Produced retainer agreements, contact letters, and various publications and handouts for clients
* Performed client intake and client interviews
* Prepared motions and interrogatories
* Conducted intake interviews to spot legal issues for presentation at case acceptance
* Observed and participated in client meetings, trials, mediations, and outreach

### About you

* Candidate must be pursuing a Master's Degree or Ph.D. degree in Law or related field.
* [insert number] years of legal experience which may include internships.
* Previous experience in the following areas:
* Working with confidential documents and under confidentiality obligations.
* Contract formation, preparation, negotiation, review, and drafting skills.
* Identifies key risk areas in a contract.
* Contract drafting and negotiation.
* Proficient in Microsoft Office products including Word, Excel, and PowerPoint.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]